

**STATE OF MICHIGAN  
48TH JUDICIAL DISTRICT COURT**

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**JOB POSTING**

**DEPUTY CLERK – CRIMINAL DIVISION**

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POST UNTIL FILLED

**DUTIES AND RESPONSIBILITIES:**

The Deputy Clerk is directly responsible to the Criminal Supervisor and performs duties and responsibilities in the areas of case set-up, docket preparation, case updating and general duties. The successful candidate will perform specific duties and responsibilities such as the following:

- Process walk-in and in-custody arraignments, set up and prepare case files for arraignments, complete pre and post arraignment paperwork.
- Schedule cases for pre-trials, formal hearings, trials, preliminary exams, pre-exam conferences and other events.
- Prepare State Law and ordinance docket files for court hearings, inclusive of driving records, criminal histories, notices to appear, registers of actions and other pertinent documents.
- Forward copies of dockets to all appropriate prosecutors, city and township attorneys.
- Check in parties for events and direct them to the proper prosecutor, city attorney or courtroom; prepare witness certificates.
- Update case files after court hearings and prepare all necessary documents including judgments of sentence, commitments to jail, civil infraction judgments, notices to appear, etc.
- Review court files after disposition and ensure proper closure of case.
- Review incoming correspondence and when required, refer correspondence to judge for recommendation and/or signature.
- Assist with Wednesday arraignment docket updates.
- Assist other assignment clerks as necessary.
- Provide counter service to the public, police officers, attorneys and prosecutors when necessary.
- Answer telephone calls and operate office equipment.
- Complete special projects as assigned by the supervisor.

The above list is intended to be a general grouping of duties found in this position and may not reflect all of the duties performed.

**QUALIFICATION REQUIREMENTS**

To qualify for the position of Deputy Clerk, a person must have the following: One year of experience within the court system or related field, the equivalent of a High School Education, the ability to type 55 wpm. A college degree may be substituted for court experience. Reliable transportation is necessary for court travel.

The successful candidate must have excellent organizational and communication skills, the ability to work well under pressure and with a variety of personality types. The candidate must be willing and able to cross-train for other duties throughout the Court. In addition, this candidate must be dependable, flexible, and able to multi-task and set priorities.

Please submit resume to Nicole O'Dea at – [nodea@48thdc.us](mailto:nodea@48thdc.us)

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.